



## REQUEST TO CANCEL A BASIC BUSINESS LICENSE

I, \_\_\_\_\_ as \_\_\_\_\_ of  
*Name of Party Requesting Cancellation* *Position/Title (i.e., President, Owner)*

\_\_\_\_\_ located at \_\_\_\_\_  
*Name of Business* *Premise Address*

request the Department of Consumer and Regulatory Affairs to cancel Basic Business License

Number \_\_\_\_\_ for the following reason:  
*Indicate BBL Number*

- ☐ Business is no longer operating in Washington, DC;
- ☐ Business is operated by a new owner  
(New BBL # \_\_\_\_\_); or
- ☐ Other (Describe):

*Please note that by completing, submitting and signing this form, you confirm your authority to affect the cancellation of this Basic Business License. If the license period of the Basic Business License has not completed, you are required to surrender the signed and dated active license with 'Cancel' written on the back, and to include it with this request to cancel. If you no longer have possession of your license, please indicate the circumstances under which you lost possession of the license and an approximate date of loss on the rear of this request form. Mail this cancellation request and license certificate to: Department of Consumer and Regulatory Affairs, Business Licensing Division, 1100 4<sup>th</sup> Street, SW, 4<sup>th</sup> Floor, Washington, DC 20024.*

Print Name of Requestor/License Owner: \_\_\_\_\_

Signature of Requestor/License Owner: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ — \_\_\_\_\_

Email Address: \_\_\_\_\_@\_\_\_\_\_

FEIN: \_\_\_\_\_ or SSN: \_\_\_\_\_

*I certify that the above statements on this application are true and complete to the best knowledge and belief. I agree to comply with all applicable laws and regulations of the District of Columbia. I/We understand that, anyone who makes a false statement on this form can be criminally prosecuted; and, if convicted, fined up to \$1000, imprisoned up to 180 days, or both, under D.C. Official Code § 22-2405.*

◇ For Relay Service, call 711 ◇